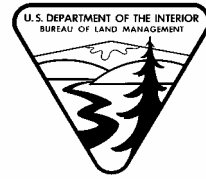




United States Department of the Interior
Bureau of Land Management

Eastern States
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IN REPLY REFER TO:
1120 (910) P

October 1, 2003

EMS TRANSMISSION 10/02/2003
Instruction Memorandum No. ES- 2004-01
Expires: 09/30/2005

To: All ES Employees

From: State Director, Eastern States

Subject: BLM-Eastern States "Striving for Excellence" Awards

Program Area: Awards

Purpose: This Instruction Memorandum (IM) establishes three "Striving for Excellence" awards for BLM-Eastern States (BLM-ES) employees:

1. The *Adding Quality of Life for the People We Serve* award is a non-monetary award that will recognize those BLM-ES employees whose actions enhance the quality of life of citizens in or around the community.
2. The *Striving for Excellence in Public Land Management* award is a non-monetary award that will recognize those BLM-ES employees who are sustaining the health, diversity, and productivity of the eastern public lands and resources for present and future generations.
3. The *BLM-Eastern States Oscar* award is a non-monetary award that will recognize those BLM-ES employees who contribute to creating an environment where people feel good about coming to work and giving us their best.

This IM also provides BLM-ES employees with information about the awards and instructions on how to nominate employees for one of these awards.

Policy/Action: The State Director's Striving for Excellence Awards will promote a BLM-ES workforce that is:

1. *Adding Quality of Life for the People We Serve:*
 - citizen-centered rather than bureaucracy-centered.
 - results-oriented rather than process-oriented.
 - actively promoting innovation and competition.
 - exceptional achievement in outreach/partnerships within the community over a sustained period.
2. *Striving for Excellence in Public Land Management:*
 - A passion for professional achievements resulting in significant contributions to BLM's multiple-use mission, including activities in partnerships, resolving resource conflict issues, and participation in professional/technical society activities.
 - A willingness to share knowledge to make others better professionals, through their commitment to professional mentoring/assistance, and evidence of their civic and humanitarian activities.
 - Exemplifying excellence in carrying out their job, including other related awards or honors that they have received, and their effort in staying current in their field of expertise.
3. *BLM-Eastern States Oscar:*
 - Consistently volunteering to be a team member and/or contributing to teamwork.
 - A willingness to go beyond the call of duty.
 - Consistently strives to create an environment of inclusion, equality and equity.

Criteria: These awards may be presented to employees for exceptional performance in carrying out the BLM-ES vision.

Eligibility: BLM-ES employees are eligible to receive these awards.

Nominations and Presentation Process: Nominations should be submitted on the Award Nomination Form (DI-451) in writing to the ES LT member who supervises the nominee and should include:

- Name of nominee(s)
- Name of contact who can answer specific questions about the nomination

- Brief justification including specific examples relative to the area of nomination

The State Director will present the awards as timely as possible and as often as appropriate. Awards may be given at any time as a result of information coming to the attention of the State Director through a variety of sources.

Time Frame: Effective immediately.

Budget Impact: State Director's office will provide the items of commendation as appropriate.

Background: State Director wants a system of non-monetary awards.

Manual/Handbook Sections Affected: None.

Coordination: This IM was coordinated among the BLM-ES Leadership Team members.

Contact: Associate State Director, BLM-ES.

Signed by:
Michael D. Nedd
States Director, Eastern States

Authenticated by:
Vernadean E. White
Management Assistant